

John T. Hanson, Chair, called the **November 7, 2018** reorganization meeting of the Board of Trustees of Camden County College to order at **7:00 PM** in the Board Room, Otto R. Mauke Community Center, Blackwood Campus, Blackwood, New Jersey.

Mr. Hanson read the required opening statement in accordance with the Open Public Meetings Act indicating that adequate notice of this meeting had been published via letter transmitted to the *Courier Post* and the *Retrospect* on November 9, 2017. A copy had also been filed with the Clerk of the County of Camden.

Board Members Present: Susan R. Croll, Karen S. Halpern, John T. Hanson, Dr. S. Jay Mirmanesh, Dr. Lovell Pugh-Bassett, Jessica R. Stewart, Helen Albright Troxell and Brett Wiltsey (via telephone from 7:06 – 7:08 PM).

Board Members Absent: Annette Castiglione, Anthony J. Maressa, Judith J. Ward, and Khyia L. Ward.

Also Present: Donald A. Borden, President; Karl McConnell, General Counsel; and Leeann Rinaldi, Administrative Assistant to the President.

Also Present: Helen Antonakakis, Executive Director of Finance and Planning; William Banks, Director of Athletics; Dr. James Canonica, Executive Dean of Enrollment & Student Services; Dr. Jacqueline Galbiati, Vice President for Institutional Effectiveness, Advancement & Strategic Initiatives; Michele Gegenheimer, Assistant Coach, Women's Cross Country; Walter George, Director of User Services; Kathleen Kane, Executive Director of Human Resources; Yvonne Kilson, Director, High School/College Partnership Programs; Maris Kukainis, Executive Director of Financial Administrative Services; Joseph Lacava, Technician, Instructional Support Department; Lewis Levinson, IT Technician; Wayne Merkh, Head Coach, Women's Cross Country; Jack Post, Chief Information Officer; Jacqueline Tenuto, Assistant Dean, Student Development and Support; Dr. Teresa Smith, Dean of Academic Affairs; Margo Venable, Executive Dean of School, Community and Workforce Training Programs; and members of the Women's Cross Country Team (Autumn Baldini, Sara Loew, Nicole Mattern, Emily Santana, Betzabel A. Delos Santos Trinidad).

Oath of Office

Mr. McConnell administered the Oath of Office to Dr. S. Jay Mirmanesh who was appointed to the Board by the Camden County Board of Freeholders to a term that will expire on November 1, 2020.

Election of Officers

Mr. Hanson relinquished the Chair to Mr. McConnell to preside over the election of officers.

Mr. McConnell assumed the Chair and called on Ms. Helen Albright Troxell, member of the Nominating Committee, to bring forth the names of those nominated to serve as officers of the Board for the coming year.

Ms. Troxell announced that the Nominating Committee recommended the following slate of officers to serve until November 2019:

John T. Hanson	Chair
Susan R. Croll	Vice Chair
Anthony J. Maressa	Secretary
Brett Wiltsey	Treasurer

There being no further discussion or nominations, Mr. McConnell closed the nominations.

Motion made by Dr. Pugh-Bassett and seconded by Ms. Stewart accepting the slate of officers presented by the Nominating Committee. **Motion** carried unanimously.

Mr. Hanson assumed the Chair and expressed his gratitude to the Board for their confidence in selecting him to serve as Chair.

Resolution Numbers FY2019-64 through 66

Due to a quorum issue related to the need for a two-thirds vote on three items contained in the regular Board meeting packet, Mr. Hanson changed the order of the agenda and presented the following resolutions (*note for the record that Mr. Wiltsey joined the meeting via telephone to participate in the vote on these three items*):

Resolution FY2019-64 – awarding a negotiated contract to Unified, LLC in the anticipated total contract amount of \$50,000 for the College’s Web Portal and Mobile App for a term of November 8, 2018 through October 31, 2020;

Resolution FY2019-65 – awarding a negotiated contract for carrier hotel IPX for transmission and storage of sensitive data, annual maintenance & support as well as co-location which will

replace the need for servers, to Netrality Properties in the anticipated amount of \$209,650 for five years; and

Resolution FY2019-66 – awarding negotiated contracts for Ophthalmic Equipment, Eyeglass Frames, Lenses and Supplies, Contact Lenses and Related Supplies to the following department vendors of choice: Alcon Laboratories, Inc.; Amcon Laboratories, Inc.; Clear Vision Optical Co.; Frames Data; Hilco Eyewear Repair Service; Hoya Corp.; Kenmark Optical, Inc.; Luzerne Optical Laboratories, LTD; Mancine Optical; Marcati International, Inc.; Marchon Eyewear; Optisource International, Inc.; REM Eyewear; Safilo Group; Silhouette Eyewear; Silver Dollar Optical Corp.; Sheridan Optical Co.; and Western Optical, in the anticipated amount of \$37,000 (Base Bid A and B) on an as-needed basis for a term of December 1, 2018 through June 30, 2020.

Motion made by Ms. Croll and seconded by Ms. Stewart approving Resolution #'s FY2019-64 through 66 (see attachment **4831A**).

The following roll call vote was recorded:

AYES: Croll, Albright, Halpern, Wiltsey, Stewart, Mirmanesh, Pugh-Bassett, Hanson.

NOES: None.

ABSTENTIONS: None.

Report of the Business Affairs, Audit & Campus Development Committee

Ms. Troxell presented a report from the Business Affairs, Audit & Campus Development Committee with four action items.

Resolution FY2019-47 - Ms. Troxell said that this resolution designates the President as the contracting agent for the College and authorizes the President to negotiate or award a purchase for items below the bid threshold and to approve purchase orders and to execute a contract for such purchase below that amount. Ms. Troxell said that this resolution further authorizes the President to negotiate and execute contracts and documents on behalf of the College in furtherance of awards and resolutions passed by the Board in excess of the bid threshold.

Motion made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2019-47 (see attachment **4831B**). **Motion** carried unanimously.

Resolution FY2019-48 - Ms. Troxell said that this resolution authorizes the College to contract with vendors and authorized distributors/dealers to procure various items from the New Jersey State Contract, Camden County Cooperative Pricing System, or New Jersey Educational Cooperative Purchasing System for either Middlesex or Morris Counties, on an as-needed basis for the coming year.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2019-48 (see attachment **4831C**). **Motion** carried unanimously.

Resolution FY2019-49 - Ms. Troxell said that this resolution authorizes the Executive Committee of the Board to consider College business, to consult with the President and staff and to provide direction, and if necessary, to authorize appropriate action if emergent matters require such during the period in between Board meetings.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-49 (see attachment **4831D**). **Motion** carried unanimously.

Resolution FY2019-50 - Ms. Troxell said that this resolution designates the *Courier Post* and the *Retrospect* as the official newspapers for the College for 2018-2019.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-50 (see attachment **4831E**). **Motion** carried unanimously.

Meeting Dates for 2018-2019

Motion made by Ms. Croll and seconded by Ms. Stewart adopting the meeting dates for 2018 - 2019 as follows:

- Tuesday, December 4, 2018
- Tuesday, January 8, 2019
- Tuesday, February 5, 2019
- Tuesday, March 5, 2019
- Tuesday, April 2, 2019
- Tuesday, May 7, 2019
- Friday, June 7, 2019
- Tuesday, September 3, 2019
- Wednesday, October 2, 2019
- Wednesday, November 6, 2019 (*annual reorganization mtg.*)

Motion carried unanimously.

Board of School Estimate

Motion made by Ms. Troxell and seconded by Ms. Croll appointing Anthony Maressa and Judith Ward to serve on the Board of School Estimate for 2018-2019. **Motion** carried unanimously.

Committee Assignments

Mr. Hanson called the Board's attention to the committee assignments and service on the College's Foundation Board of Directors as follows:

Academic & Student Affairs Committee

Susan Croll, Chair
Annette Castiglione
Karen Halpern
Dr. S. Jay Mirmanesh
Dr. Lovell Pugh-Bassett
Khyia Ward

Business Affairs, Audit & Campus Development Committee

Brett Wiltsey, Chair
Anthony Maressa
Jessica Stewart
Helen Albright Troxell
Judith Ward

Foundation Board of Directors

Anthony Maressa
Jessica Stewart
Judith Ward

Adjournment

Motion to adjourn made by Ms. Croll and seconded by Dr. Pugh-Bassett. The Annual Reorganization meeting ended at 7:15 P.M.

Respectfully submitted,

Anthony J. Maressa, Secretary

/lr

November 7, 2018

**RESOLUTION AWARDING NEGOTIATED CONTRACT PROPOSAL
FOR WEB PORTAL AND MOBILE APP**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and publicly advertised proposals for **Web Portal and Mobile App** were received for RFP #FY19RFP-03 and RFP #FY19RFP-10, which were both rejected due to budgetary constraints in **Resolution #2019-14 and Resolution #2019-59**; and

WHEREAS, Camden County College Board of Trustees Policy 418 requires the use of an Award by the Trustees for any sum over the bid threshold which is exempt from public bidding and awarded through an Fair and Open process in accordance with N.J.S.A. 19:44A-20.7; and

WHEREAS, the College utilized a Request for Proposal (RFP) process as implemented in connection with those RFPs as stated herein, which were both publicly advertised in newspapers or on the Internet website maintained by Camden County using a process that provided for public solicitation of proposals with criteria established in writing prior to the opening of proposals and said proposals submitted were publicly opened as identified in the rejected RFP Resolutions; and

WHEREAS, it is the recommendation of Mahima Chauhan, Director of Project Management and Financial Systems, Jack Post, Chief Information Officer, Anthony Nastasi, Applications Manager, James Palmer, Senior Enterprise Programmer Analyst, Tom Russell, Senior Programmer, Daniel Pisko, Web Developer and Debora McKee, Manager of Purchasing to award a negotiated contract performed by the Manager of Purchasing with the approval of the RFP Committee that all requirements and disclosures requisite to the award of a negotiated contract to **Unified, LLC**, whom has been determined to provide the proposal most advantageous to the College; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds for this action in account #125082-61426.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the negotiated contract #FY19NG-05 to provide the College with **Web Portal and Mobile App** be and is hereby **AWARDED** to **Unified, LLC** in the anticipated total contract amount of **\$50,000.00** with terms commencing on **November 8, 2018 through October 31, 2020** pursuant to the terms and conditions for these required specifications; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution awards a negotiated contract to **Unified, LLC** in the anticipated total contract amount of **\$50,000.00** for the Web Portal and Mobile App during the period of November 8, 2018 through October 31, 2020. The prior rejected RFP's all exceeded available funds, however Unified was the highest scoring and deemed most advantageous to the College. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

This resolution requires a two-thirds affirmative vote.

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR
CARRIER HOTEL IPX AND NEGOTIATED DEPARTMENTAL
VENDOR OF CHOICE**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A: 64A-25.5(c.) after being publically advertised and bid twice without a response, any contract or agreement may then be negotiated; and

WHEREAS, Camden County College on September 12, 2018 duly advertised a request for bids for **Carrier Hotel IPX**, Bid #FY19TB-11 and no bids were received. The College duly re-advertised a request for bids for **Carrier Hotel IPX**, Bid #FY19ITB-12 on September 27, 2018 and no bids were received for a second time; and

WHEREAS, the College's Manager of Purchasing has made a reasonable effort and determined that the same or equivalent items are not available at a cost lower than that which can be negotiated by the College from any agency or authority of the United States or the State of New Jersey, from Camden County, or from any municipality in close proximity to the College; and

WHEREAS, it is the recommendation of Jack Post, Chief Information Officer, Earl Ruperts, Network Manager, Debora McKee, Manager of Purchasing and Maris Kukainis, Executive Director of Administrative Services, to award a negotiated contract (#FY19NG-03) for Hotel Carrier IPX from the departmental vendor of choice as identified herein due to the fact that no responsive bids were received on both occasions; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #155085-61424 on an as-needed basis; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned negotiated contract (#FY19NG-03) be and is hereby AWARDED to the departmental vendor of choice: **Netrality Properties** in the anticipated amount of **\$209,650.00** with terms commencing on **November 8, 2018 through October 31, 2023** pursuant to the terms and conditions for the negotiated contract; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution awards the negotiated contract for carrier hotel IPX to **Netrality Properties** in the anticipated amount of **\$209,650.00** for the 5 years. The College received no bids twice pursuant to N.J.S.A. 18A: 64A-25.5(c) to the departmental vendor of choice as stated herein during the period of November 8, 2018 to October 31, 2023. The contract is for transmission and storage of sensitive data, annual maintenance & support as well as co-location which will replace the need for servers. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

This resolution requires a two-thirds affirmative vote.

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR
OPHTHALMIC EQUIPMENT, EYEGLOSS FRAMES, LENSES AND SUPPLIES,
CONTACT LENSES AND RELATED SUPPLIES TO DEPARTMENTAL
VENDORS OF CHOICE**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and a publicly advertised bid for **Ophthalmic Equipment, Eyeglass Frames, Lenses and Supplies, Contact Lenses and Related Supplies** were bid twice as Bid #FY19ITB-09 and Bid #FY19ITB-13 and received no valid bids on both bid processes; and

WHEREAS, it is the recommendation of Daniel Banks, Director of Ophthalmic Science, and Debora McKee, Manager of Purchasing to award negotiated contracts as noted on the Individual Itemized Award Listing from the departmental list of vendors of choice (#FY19NG-06) as noted for the bid items that received no responsive bids on both occasions. The selection of these vendors of choice were based upon the terms, conditions, restrictions and specifications for the negotiated contract items and are not substantially different from those which were the subject of the aforesaid bids respectively; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding in accounts #122395-62206 and #112390-62206.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned negotiated contracts #FY19NG-06 for **Ophthalmic Equipment, Eyeglass Frames, Lenses and Supplies, Contact Lenses and Related Supplies** be and is hereby AWARDED to the departmental list of vendors of choice identified below and on the attached Individual Itemized Award Listing:

- 1) **Alcon Laboratories, Inc.**; and
- 2) **Amcon Laboratories, Inc.** (restricted - under NJ BRC threshold); and
- 3) **Clear Vision Optical Co.**; and
- 4) **Frames Data** (restricted - under NJ BRC threshold); and
- 5) **Hilco Eyewear Repair Service** (restricted - under NJ BRC threshold); and
- 6) **Hoya Corp.**; and
- 7) **Kenmark Optical, Inc.**; and
- 8) **Luzerne Optical Laboratories, LTD**; and
- 9) **Mancine Optical**, and
- 10) **Marcati International, Inc.**; and
- 11) **Marchon Eyewear** (restricted - under NJ BRC threshold); and
- 12) **Optisource International, Inc.**; and
- 13) **REM Eyewear**; and
- 14) **Safilo Group**; and
- 15) **Silhouette Eyewear**; and
- 16) **Silver Dollar Optical Corp.** (restricted - under NJ BRC threshold); and
- 17) **Sheridan Optical Co.**; and
- 18) **Smilen Eyewear** (restricted - under NJ BRC threshold); and

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- 19) State Optical Co.** (restricted - under NJ BRC threshold); and
- 20) Western Optical** (restricted- under NJ BRC threshold)

for these contracts in the anticipated amount of **\$37,000.00 (Base Bid A & Base Bid B) on an as-needed basis** with terms commencing on **December 1, 2018** through **June 30, 2020** pursuant to the terms and conditions for the bid; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution awards negotiated contracts to procure ophthalmic equipment, eyeglass frames, lenses and supplies, contact lenses and related supplies for items that received no responsive bids twice pursuant to N.J.S.A. 18A: 64A-25.5(c) as identified in the “Therefore” clause above and as noted on the Individual Itemized Award Listing to the respectively listed vendors of choice for Base Bid A and Base Bid B on an as-needed basis with terms commencing on December 1, 2018 through June 30, 2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

This resolution requires a two-thirds affirmative vote.

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Individual Itemized Award Listing
for
Ophthalmic Equipment, Eyeglass Frames, Lenses and Supplies, Contact
Lenses and Related Supplies
(#FY19NG-06)

Base Bid A Departmental Vendors of Choice

Amcon Laboratories, Inc. for Item:

#49 in the anticipated amount of \$1,000.00; and

Clear Vision Optical Co. for Items:

#4, #10, #15, #17, #23, #27, #36 and #42 in the anticipated amount of \$1,000.00; and

Frames Data for Item:

#52 in the anticipated amount of \$250.00; and

Hilco Eyewear Repair Service for Item:

#50 in the anticipated amount of \$500.00; and

Hoya Corp. for Items:

#62 and #64 in the anticipated amount \$2,000.00; and

Kenmark Optical, Inc. for Items:

#12, #20, #30, #37 and #44 in the anticipated amount of \$2,500.00; and

Luzerne Optical Laboratories, LTD for Items:

#98 thru #105 in the anticipated amount of \$3,000.00; and

Mancine Optical for Items:

#22, #45, #47, #48 and #140 in the anticipated amount of \$2,000.00; and

Marcati International, Inc. for Items:

#54 thru #61, #63, #90 and #118 in the anticipated amount of \$3,000.00; and

Marchon Eyewear for Items:

#18, #33 and #34 in the anticipated amount of \$3,000.00; and

Optisource International, Inc. for Item:

#53 in the anticipated amount of \$500.00; and

REM Eyewear for Items:

#9, #13, #25, #26 and #31 in the anticipated amount of \$2,500.00; and

Safilo Group for Items:

#3, #8, #14, #19, #24, #28, #32 and #40 in the anticipated amount of \$3,000.00; and

Silhouette for Items:

#2 and #41 in the anticipated amount of \$2,000.00; and

Silver Dollar Optical Corp. for Items:

#6, #7, #11, #16, #29, #35 and #38 in the anticipated amount of \$4,000.00; and

Sheridan Optical Co. for Items:

#65 thru #84, #86 thru #89, #91 thru #97, #106 thru #117, #119 thru #139 and #141 thru #146 in the anticipated amount of \$4,000.00; and

Smilen Eyewear for Items:

#1, #5, #21, #39, #43 and #46 in the anticipated amount of \$1,000.00; and

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State Optical Co. for Item:

#85 in the anticipated amount of \$1,000.00; and

Western Optical for Item:

#51 in the anticipated amount of \$500.00.

Base Bid B Departmental Vendor of Choice

Alcon Laboratories, Inc. for Item:

#147 in the anticipated amount of \$250.00.

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**RESOLUTION OF THE BOARD OF TRUSTEES OF CAMDEN COUNTY COLLEGE
APPOINTING CONTRACTING AGENTS AND DELEGATING AUTHORITY TO
EXECUTE CONTRACTS AND PURCHASE ORDERS BELOW BID LIMIT**

WHEREAS, The Board of Trustees is duly constituted, and authorized with all necessary general powers to take such actions as it deems appropriate under the County Colleges Act, N.J.S.A. 18A:64A-12; and The County Colleges Contracts Law, N.J.S.A. 18A:64A-25.1 et seq.; and

WHEREAS, The Board is specifically authorized to delegate the authority to “make, negotiate, and award” agreements, contracts or purchases below the bid threshold by appointing a “Contracting agent” to do so by formal Resolution of the Trustees pursuant to N.J.S.A. 18A:64A-25.3; and

WHEREAS, the Legislature has specifically empowered the Board of Trustees to designate the “Contracting agent” for the college to mean the business officer “. . . or such officer . . . delegated by the county college;” N.J.S.A. 18A:64A-25.2 (c); and

NOW, THEREFORE, BE IT RESOLVED on this date at the Fiscal Year 2019 Reorganization of and by the 2019 Board of Trustees that the following are designated and authorized until further resolution or Reorganization of the Board as follows:

1) The authority to make approve and execute contracts on behalf of the Board is hereby granted to Donald A. Borden, President as the designated Camden County College Contracting Agent and any purchase or agreement may be made or negotiated for the performance of work or furnishing or hiring of materials or supplies together with any sums expended for the work or services on the same project or furnishing of similar materials or supplies in the same fiscal year as authorized under N.J.S.A.18A:64A-25.3; and

2) The authority is hereby granted and delegated to the President for them to pay any purchase orders, or bills below the bid amount set by the State and as authorized by the Trustees as the College’s bid threshold; and

3) Both of the above provisions are and require that such actions are only authorized, accomplished and completed provided that such is done and performed in such a manner as to be lawful and in conformance with all other policies, regulations, and statutes of the State and Federal government and policies of the College.

SUMMARY STATEMENT

This Annual Resolution designates the President as the Contracting agent for the College and authorizes him to negotiate or award a purchase for items below the \$35,300 Bid Threshold and to approve purchase orders and to execute a contract for such purchase below that amount. It also authorizes the President to negotiate and execute contracts and documents on behalf of the College in furtherance of awards and resolutions passed by the Board in excess of the bid threshold. The College has legislative authority to make purchases without specific Board action when below the Bid Threshold, and if over \$17,500.00 it may also do so provided the Non-Fair and Open requirements are complied where applicable.

NJSA 18A:64A-25-3 states the “business officer . . . or other such officer, committee or employee delegated by the . . . college” to accomplish may do so without advertising or bids “when so authorized by Resolution of the Board of Trustees”. This resolution authorizes and properly accomplishes that in accordance with the County College Contracts Act N.J.S. 18A:64A-25.3 and Board of Trustees Policy #418 for College.

RESOLUTION AUTHORIZING THE COLLEGE TO MAKE PURCHASES PURSUANT TO NEW JERSEY STATE CONTRACTS AND THRU STATE APPROVED COOPERATIVE PURCHASING SYSTEMS

WHEREAS, Camden County College (CCC) is a separate corporate entity created pursuant to N.J.S.A. 18A:64-1 et seq. whose purchasing and contracting is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*, and pursuant to N.J.S.A. 18A:64A-25.9, purchases and contracts for materials and services pursuant to a contract for such materials or services entered into on behalf of the State of New Jersey by the Division of Purchase and Property are permitted to be awarded without public advertising and bidding; and

WHEREAS, the College Board of Trustees on July 24, 2014 passed Resolution No. FY2015-03 which authorized purchasing from specific New Jersey State Contract vendors and various authorized distributors/dealers and has done so each year since; and

WHEREAS, N.J.S.A. 40A:11-11(5) as well as N.J.S.A. 18A:64A-25.10 authorizes contracting units to establish or participate in a Cooperative Pricing Systems and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the College had previously joined the CAMDEN COUNTY COOPERATIVE PRICING SYSTEM (CCCPS) with Camden County designated as the “Lead Agency” in a Cooperative Pricing System duly established pursuant to applicable law and regulation for the purchase of goods and services; and the State approved the establishment of that Cooperative pricing system, and later also specifically approved the membership and participation of Camden County College; and

WHEREAS, the Educational Services Commission of NJ (ESCNJ) for Middlesex County, and for Morris County, hereinafter referred to as the “Lead Agency” offered voluntary participation in its State approved Cooperative Pricing System which also was duly established pursuant to applicable law and regulation for the purchase of goods and services; and

WHEREAS, the State approved the establishment of that Cooperative pricing system , and the College Trustees on April 1, 2014 in Resolution 2014-188 approved joining and again on June 1, 2018 in Resol. #FY2018-229 and later also the State specifically approved the membership therein of Camden County College in the ESCNJ for the provision and performance of goods and services; and

WHEREAS, NJEdge.Net, Inc. ,hereinafter referred to as the “Lead Agency” for EdgeMarket, offered voluntary participation in its State approved Cooperative Pricing System, which also was duly established pursuant to applicable law and regulation for the purchase of goods and services; and

WHEREAS, the State approved the establishment of that Cooperative pricing system , and the College Trustees on April 3, 2018 in Resolution 2018-161 approved joining and later also the State specifically approved the membership therein of Camden County College in the EdgeMarket for the provision and performance of goods and services; and

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WHEREAS, it is the recommendation of the College's Manager of Purchasing and Helen Antonakakis, Director of Finance and Planning, to procure various supplies, equipment, furniture, services and various items and services through the New Jersey State Contract vendors and/ or the CCCPS and/or the MRECPS from various authorized distributors/dealers on an as-needed basis for coming year of this reorganized Board; and

WHEREAS, the Director of Finance has certified that such purchasing will be subject to the availability of funds in various College departmental accounts for these vendors and various authorized distributors/dealers as well as on an as-needed basis; and

WHEREAS, it is the recommendation of the College's Manager of Purchasing and Helen Antonakakis, Vice-President for Finance and Planning, to procure various supplies, equipment, furniture, services and various items through New Jersey State Contract, the CCCPS and the ESCNJ vendors and various authorized distributors/dealers on an as-needed basis for coming year of this Reorganized Board year 2019; and

THEREFORE, BE IT RESOLVED by the Board of Trustees that it hereby authorizes the use of and purchases through such approved systems that shall not exceed any departments line item budgeted amounts through New Jersey State Contract vendors and/or through approved Cooperative Pricing system and such authorized vendors, contractors, distributors/dealers as identified on an as-needed basis for the coming Board of Trustees year; and

ALSO BE IT RESOLVED by this BOARD OF TRUSTEES that the College is hereby authorized to Purchase and enter into contracts thru State contract, and/or under State Contract or through participation in the, the CCCPS, ESCNJ, Edge Market and any other appropriate state contracts or approved cooperatives.

SUMMARY STATEMENT

This resolution authorizes the College and adds to the list of approved state contract vendors and authorized distributors/dealers to procure various items under the New Jersey State Contract, Camden County Cooperative Pricing system or New Jersey Educational Cooperative Purchasing System, for either Middlesex or Morris counties or NJEDGE on an as-needed basis for the coming year of the Reorganized Board.

Pursuant to N.J.S.A. 18A:64A-25.9, purchases and contracts for materials and services pursuant to a contract for such materials or services entered into on behalf of the State of New Jersey by the Division of Purchase and Property are permitted to be awarded without public advertising and bidding. Pursuant to N.J.S.A. 40A:11-11(5) as well as N.J.S.A. 18A:64A-25.10, contracts for products or services may be awarded through either of these Cooperatives without public advertising and bidding. In either of the situations authorized here are only the procurement procedures regarding public contracts law. The bidding and Pay to Play compliance are the responsibility of the lead agency. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Utilizing any individual vendors for specific purchases will be a separate action taken by the College at a later time as each are needed and found to be desirable.

November 7, 2018

**RESOLUTION AUTHORIZING EXECUTIVE COMMITTEE ACTION DURING
THE PERIODS BETWEEN BOARD OF TRUSTEES MEETINGS**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 and 18A:64A-25.6 (c) the Board of Trustees is empowered to enact policies governing Camden County College; and

WHEREAS, the Board of Trustees meets only once per month; and

WHEREAS, it is likely that various items of College business may arise in that interim period that may require the immediate attention, consultation and action of the Board of Trustees during that time period; and

WHEREAS, the Board of Trustees has determined that it is in the best interests of Camden County College to empower and authorize the Executive Committee of the Board of Trustees to consider College and transact business and take appropriate action during Emergencies, declared or not, or during that period between Trustee meetings with any action taken being ratified by the full Board at its subsequent meeting; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it does hereby authorize and empower the Executive Committee of the Board of Trustees to consider College business, to consult with the President and staff and to provide direction and if necessary to authorize appropriate action if emergent matters require such during the period before the Board meets; and

THEREAFTER to bring before the Full Board of Trustees for Ratification any actions taken and requiring the approval or ratification of the full Board.

SUMMARY STATEMENT

This Resolution authorizes the Executive Committee of the Board to act during the timeframe noted above while the Board is between meetings should the need arise for direction and or where necessary formal Board action whether by Declared or undeclared emergency..

RESOLUTION DESIGNATING NEWSPAPERS

WHEREAS, N.J.S.A. 18A-64A-12 permits the Board of Trustees to authorize actions consistent with the mission of the College; and

WHEREAS, N.J.S.A. 10:4 requires that the College designate at least two newspapers to receive notices to inform the public of the date, time and location of Board of Trustee meetings, and

WHEREAS, these newspapers are published in the State of New Jersey and meet the statutory requirements for Official newspapers and appear as the best options for reaching the largest number of residents within those parameters.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby designates the *Courier-Post* and the *Retrospect* as the College's official newspapers for the 2018-2019 Trustee year; and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to sign and execute such contracts, or other instruments as may be necessary and appropriate in connection therewith.

SUMMARY STATEMENT

This resolution designates the *Courier-Post* and the *Retrospect* as the official newspapers for the College for the life of the 2018-2019 Board of Trustees. By way of information, such items are also posted online.

John T. Hanson, Chair, called the **November 7, 2018** regular meeting of the Board of Trustees of Camden County College to order at **7:15 PM** in the Board Room, Otto R. Mauke Community Center, Blackwood Campus, Blackwood, New Jersey.

Mr. Hanson read the required opening statement in accordance with the Open Public Meetings Act indicating that adequate notice of this meeting had been provided via letter transmitted to the *Courier Post* and the *Retrospect* on November 9, 2017. A copy had also been filed with the Clerk of the County of Camden.

Board Members Present: Susan R. Croll, Karen S. Halpern, John T. Hanson, Dr. S. Jay Mirmanesh, Dr. Lovell Pugh-Bassett, Jessica R. Stewart, Helen Albright Troxell.

Board Members Absent: Annette Castiglione, Anthony J. Maressa, Judith J. Ward, Khyia L. Ward, and Brett Wiltsey.

Also Present: Donald A. Borden, President; Karl McConnell, General Counsel; and Leeann Rinaldi, Administrative Assistant to the President.

Also Present: Helen Antonakakis, Executive Director of Finance and Planning; William Banks, Director of Athletics; Dr. James Canonica, Executive Dean of Enrollment & Student Services; Dr. Jacqueline Galbiati, Vice President for Institutional Effectiveness, Advancement & Strategic Initiatives; Michele Gegenheimer, Assistant Coach, Women's Cross Country; Walter George, Director of User Services; Kathleen Kane, Executive Director of Human Resources; Yvonne Kilson, Director, High School/College Partnership Programs; Maris Kukainis, Executive Director of Financial Administrative Services; Joseph Lacava, Technician, Instructional Support Department; Lewis Levinson, IT Technician; Wayne Merkh, Head Coach, Women's Cross Country; Jack Post, Chief Information Officer; Jacqueline Tenuto, Assistant Dean, Student Development and Support; Dr. Teresa Smith, Dean of Academic Affairs; Margo Venable, Executive Dean of School, Community and Workforce Training Programs; and members of the Women's Cross Country Team (Autumn Baldini, Sara Loew, Nicole Mattern, Emily Santana, Betzabel A. Delos Santos Trinidad).

Minutes of Meeting

Motion made by Ms. Croll and seconded by Ms. Stewart to accept the minutes of the October 2, 2018 regular meeting as presented. **Motion** carried unanimously.

Public Comment

William Banks addressed the Board to provide an update from the Athletic Department. Mr. Banks introduced the student members and coaches of the Women's Cross Country Team and outlined the team's success at the NJCAA Division III Cross Country National Championship as well as the individual accomplishments of these athletes.

Mr. Hanson welcomed Dr. Mirmanesh to the Board as its newest trustee and provided a brief overview of Dr. Mirmanesh's background.

President's Report

Mr. Borden presented video highlights of recent events including:

- the Camden County International Day Event on October 13;
- The Center's "60's Night" on October 17;
- the Camden County Pledge-a-Paw event on October 20;
- the Fairleigh Dickinson University Partnership Signing (Homeland Security & Sports Management Programs) on October 25;
- the Juvenile Diabetes Research Foundation's (JDRF) One Walk on October 28;
- the "Securing Our Children's Future Bond Act" press conference on October 30;
- the Foundation's Designer Bag Bingo event on November 2; and
- the Opening Reception for an art exhibition featuring the works of David Graeber and Wolfgang Finger on October 10.

Mr. Border further presented the following brief highlights from his written report (see attachment **4836A**):

- PTK students held a fundraiser to help St. Jude's Hospital fight against childhood cancer. The fundraiser began in the summer with a donation website and culminated on October 18 with tables set up on campus to accept cash donations. Wawa and South Philly Pretzel donated their products to give out that day. They also participated in PTK Awareness Week by manning tables around campus and promoting the benefits of membership from September 24-28.
- All six of our May graduates from the Veterinary Technology program passed the National Examination for a 100% success rate.
- The College recently signed a Memorandum of Understanding with Princeton University for a Teaching Partnership Program in 2019. This agreement allows up to two enrolled Ph.D. students from Princeton who have completed the general examination in their field to work with a faculty member from Camden County College. They also have the opportunity to teach as an adjunct starting in the fall 2019 semester.
- The CCC Marketplace Food Pantry is up and running. Donations have been steadily coming in from faculty, staff and students. Our students are visiting the pantry for their needs and are also volunteering to work in the pantry to assist with stocking shelves and helping other students.
- The Career Fair was held from 11 a.m. to 1 p.m. on this date (November 7) in the Atrium of the Connector Building and a large number of people attended.

- The Men's Soccer team is ranked fifth nationally in the National Junior Collegiate Athletic Association (NJCAA) Division III and has already qualified for the Region XIX Tournament.
- The Women's Soccer team finished the year under first-year Head Coach Solomon Jacobs with a 6-6 record.

Grants, Contracts & Gifts

Ms. Troxell presented the following resolution that was recommended for approval by the Business Affairs, Audit, and Campus Development Committee:

Resolution #51 – authorizing the College to accept funds from the New Jersey Office of the Secretary of Higher Education in the amount of \$250,000 for the Community College Opportunity Grant in FY2019.

Motion made by Mr. Hanson and seconded by Dr. Pugh-Bassett approving Resolution FY2019-51 (see attachment **4836B**). **Motion** carried unanimously.

Academic & Student Affairs Committee

Ms. Croll presented a report from the Academic and Student Affairs Committee with four action items and one information item.

Resolution #52 – Ms. Croll stated that this resolution approves the 2018-2021 Academic Master Plan as presented by David Edwards and Teresa Smith at the Committee meeting, where they discussed the five main goals of the plan and the three-year timeline for implementation. Mr. Borden noted that the Academic Master Plan will be a topic of discussion at the annual Board of Trustees retreat.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2019-52 (see attachment **4836C**). **Motion** carried unanimously.

Resolution #'s 53 & 54 – Ms. Croll said that these two resolutions authorize the Title of Faculty Emeritus to be conferred upon two full-time faculty members who recently retired: Professor Patricia McGee and Professor Faustino Gonzalez.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution #'s FY2019-53 and FY2019-54 (see attachment **4836D**). **Motion** carried unanimously.

Resolution #55 – Ms. Croll stated that this resolution authorizes the faculty retention recommendation for 2019-2020 for Professor Lori Quinto-Green, Mathematics Department.

Motion made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2019-55 (see attachment **4836E**). **Motion** carried unanimously.

Reverse Transfer of Credits Agreements – Ms. Croll said that Kaitlynn Shawaryn informed the committee that the College recently signed Reverse Transfer Agreements with the University of the Sciences, The College of St. Elizabeth and Berkeley College which allow students who transfer from CCC before receiving associate’s degrees to transfer credits back and receive their degree.

This was an information item and no action was necessary.

Business Affairs, Audit & Campus Development Committee

Ms. Troxell presented a report from the Business Affairs, Audit and Campus Development Committee with two action items, the quarterly financial report and a number of bid and contract recommendations.

Resolution #56 – Ms. Troxell stated that this resolution authorizes the sale of two surplus property machinery items located in the CIM building that are no longer necessary for College purposes.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-56 (see attachment **4836F**). **Motion** carried unanimously.

Resolution #57 – Ms. Troxell said that this resolution approves a new Board of Trustees Policy, #351 – Policy Development, the details of which were included in the meeting packet.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2019-57 (see attachment **4836G**). **Motion** carried unanimously.

Quarterly Financial Report

Resolution #58 – Ms. Troxell said that this resolution authorizes the acceptance of the financial report for the fourth quarter of fiscal year 2018, ending June 30, 2018.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-58 (see attachment **4836H**). **Motion** carried unanimously.

Bid/Contract Recommendations

Ms. Troxell presented the bid and contract recommendations contained in the packet which consisted of **Resolution #'s FY2019-59 through 63**.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution #'s FY2019-59 through 63 (see attachment **4836I**). **Motion** carried unanimously with the exception of Dr. Pugh-Bassett who abstained.

Personnel

Mr. Borden presented **Resolution FY2019-67**- Personnel Actions, dated November 7, 2018.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2019-67 (see attachment **4836J**). **Motion** carried unanimously.

Old Business

Resolution #46 - Mr. Kukainis presented this resolution that was approved by the Executive Committee prior to this meeting. Mr. Kukainis provided a brief explanation of emergency action that needed to be taken with respect to remediation at Halpern Hall, the details of which were included in the letter of certification included in the meeting packet. Mr. Kukainis advised that this resolution now needs ratification by the full Board of Trustees.

Motion made by M. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-46 (see attachment **4836K**). **Motion** carried unanimously.

New Business

Motion made by Mr. Hanson and seconded by Ms. Croll to go into Executive Session for the purpose of discussing contract negotiations. Mr. Hanson noted that the Board would return to open session; however, no additional action would be taken, except to adjourn the meeting (see attachment **4836L**). **Motion** carried unanimously.

The Executive Session began at 7:44 PM and ended at 8:10 PM.

Mr. Hanson reconvened the regular meeting at 8:14 PM.

Adjournment

Motion to adjourn the meeting made by Ms. Troxell and seconded by Dr. Pugh-Bassett. **Motion** carried unanimously. The meeting adjourned at 8:14 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

/lr

November 7, 2018

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President's Report

Student Success

All six of our May graduates from the **Veterinary Technology** program passed the National Examination for a 100% success rate.

PTK students held a fundraiser to help St. Jude's Hospital fight against childhood cancer. The fundraiser began in the summer with a donation website and culminated on October 18 with tables set up on campus to accept cash donations. Wawa and South Philly Pretzel donated their products to give out that day. They also participated in PTK Awareness Week by manning tables around campus and promoting the benefits of membership from September 24-28.

Charles Davis, Chapter President of our **Psi Beta Honor Society**, teamed up with the College radio station to record a Mental Health Tip of the Week. He records every Wednesday.

Former student, **Jacob Foster** (Studio Arts, 2014), has work featured in a solo exhibition at the Noyes Museum of Art at Stockton. The exhibition will be on display through December 2.

Faculty and Staff News

Daniel Banks (Ophthalmic Science) earned a Master of Arts in Higher Education from Rowan University in August 2018.

Gregory Brellochs (Fine Arts) is featured in a three-person exhibition entitled *Visions of Biophilia* at Mount Airy Contemporary in Philadelphia. The show runs through November 10.

Adjunct Professor **Deborah Moss Marris** has two of her paintings featured in M. Night Shyamalan's new film *Glass*, the third film of the Unbreakable Trilogy.

Community Events

The Marlin Art Gallery hosted an artist presentation by Julia Blaukopf and Ron Tarver on September 20 as part of the ongoing Visual Art Lecture and Workshop Series funded by a grant from the Cultural and Heritage Commission of Camden County.

The Center began its fall schedule with 11 mini-courses and a six lecture series with record enrollment. Currently 185 people have purchased a yearly membership for \$75, and 41 people have paid \$30 for an individual mini-course. Annual favorites were the Haddonfield Walking Tour with **Joe Haro** and the Constitution Day lecture by **Kelly Jackson**.

Partnerships

The College recently signed a Memorandum of Understanding with **Princeton University** for a Teaching Partnership Program in 2019. This agreement allows up to two enrolled Ph.D. students from Princeton who have completed the general examination in their field to work with a faculty member from Camden County College. They also have the opportunity to teach as an adjunct starting in the fall 2019 semester.

The College signed a Memorandum of Understanding with **Fairleigh Dickinson University (FDU)** to offer Bachelor of Arts degrees in Individualized Studies with specialization concentration in

Homeland Security Studies at the Camden County College Regional Emergency Training Center in Lakeland (Blackwood). Additionally, **FDU** will offer a Bachelor of Arts in Sports Administration at the Blackwood campus.

The College signed a Reverse Transfer Agreement with the **University of the Sciences**.

The College signed a Memorandum of Understanding with **Stockton University** to strengthen reverse transfer and develop more program-to-program articulation agreements for high-demand majors.

Student Support Services

The Office of Student Life & Activities held their annual Welcome Back BBQs on September 19 at the Camden Campus, September 26 at the Blackwood Campus and October 3 at the Rohrer Campus. Over 1,400 students participated in joining clubs, meeting with Student Support Services, and enjoying a free lunch as we welcomed our students back to campus.

The CCC Marketplace Food Pantry is up and running. Donations have been steadily coming in from faculty, staff and students. Our students are visiting the pantry for their needs and are also volunteering to work in the pantry to assist with stocking shelves and helping other students.

The Office of Student Life & Activities (OSLA) participated in the 2018 N.J. Ballot Bowl. Adjunct faculty, full-time faculty, PTK, and the OSLA distributed voter registration ballots at all three campuses. One hundred fifty-eight were returned back to the OSLA office while others were mailed directly to the superintendent of elections.

The Office of Student Life & Activities and the Camden County Police Academy held a ceremony on September 11 to remember 9/11. President Donald Borden and Adjunct **Robert Delsordo** presided over the ceremony. A plaque was presented to President Borden by **Joe Valdera**, President of the N.J. Retired Policemen & Fireman's Association, in appreciation of the College's support of 9/11. Retired Chief **Robert Doyle** & Police Academy recruits gave a few remarks on "what 9/11 means to me."

Four-year college table visits began the first week in September at all three campuses and will run through November. Nine table visits were scheduled, and 17 different four-year colleges and universities attended.

Athletics

The Men's Soccer team is ranked fifth nationally in the National Junior Collegiate Athletic Association (NJCAA) Division III and has already qualified for the Region XIX Tournament.

The Women's Soccer team finished the year under first-year Head Coach Solomon Jacobs with a 6-6 record.

The Women's Cross Country team is ranked fourth in the Nation for NJCAA DIII, and both men and women will run in the Regional Championship.

The Women's Tennis team is repeated for the 3rd straight year as the Region XIX Champs and has earned a trip to compete in the NJCAA National Tournament in Peach Tree City, GA (11/1 – 11/4). Head Coach Louise Senopoulos for the 3rd straight year was named Region XIX Coach of the Year.

Outreach

The Optical Clinic successfully moved from the Community Center to CIM-119 and expanded product options for faculty, staff, students and alumni. A 20 percent, “Back-to-School” sale helped bring students and staff to the new location.

The library celebrated Constitution Day with a display of constitution-related books and had pocket Constitutions available for students to take, courtesy of Jackie Tenuto in Enrollment and Student Services. The current display features banned books through the years.

Upcoming Events

November 7: Career Fair in the Atrium of the Connector Building from 11 a.m. to 1 p.m.

November 7: The Center: 1968: The Year That Changed America lecture from 6:30 to 8:30 p.m. in Civic Hall.

November 8: Flu Shots on our Camden campus from 11 a.m. to 1 p.m.

November 14: Transfer Fair 10 a.m. to 2 p.m. in the Atrium and Fall Open House is 5:30 to 7:30 p.m.

November 14: Fall Open House, from 5:30 to 7:30 p.m. in the Connector Atrium.

November 15: 2nd Annual Thanksgiving Feast for International Students in the Atrium 12 to 2 p.m.

November 15: Camden County Department of Health & Human Services, from 8 a.m. to 5 p.m.

November 30: ***Great Expectations*** in the Dennis Flyer Theater at 8 p.m. Additional shows in December include: 1, 6, 7 and 8 at 8 p.m. and December 2 at 3 p.m. Tickets are \$10 for CCC students/faculty and staff (with valid ID), and \$8 for seniors. This show is not suitable for children under 12 and no child under the age of 10 will be admitted.

December 4 & 5: Foundation Poinsettia Sale, from 8 a.m. to 3:30 p.m. in the Connector Atrium

December 4: Joint Board Dinner in Roosevelt 102, at 6:00 p.m.

December 6: Police Academy Class #73 Graduation, 3:00 p.m. in the Dennis Flyer Theater

Don Borden
President

RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ENTER INTO AN AGREEMENT WITH THE NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER EDUCATION FOR THE IMPLEMENTATION OF THE COMMUNITY COLLEGE OPPORTUNITY GRANT

WHEREAS, N.J.S.A. 18A-64A-12 permits the Board of Trustees to authorize actions consistent with the mission of the College; and

WHEREAS, the College has received notice of a grant award namely:

The Community College Opportunity Grant (CCOG) in the amount of \$250,000 for FY2019; and

WHEREAS, CCOG is the state's subsidizing community college initiative that will provide last dollar awards to New Jersey community college students with adjusted gross income under \$45,000; and

WHEREAS, the purpose of the partnership between OSHE and Camden County College is to build capacity for future expansion of the CCOG for students in New Jersey; Camden County College, as a CCOG Pilot School, will use the funds provided to support activities related to promoting the CCOG and academic redesign to improve retention and completion for student success;

WHEREAS, Board acceptance is recommended by Vice President for Institutional Effectiveness, Advancement & Strategic Initiatives Dr. Jacqueline Galbiati;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby accepts the Community College Opportunity Grant in the amount of \$250,000 from the New Jersey Office of the Secretary of Higher Education; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution authorizes the College to accept funds awarded to Camden County College from the NJ OSHE in the amount of \$250,000 for the Community College Opportunity Grant in FY2019. This grant funds at participating colleges, students with adjusted gross incomes between \$0 and \$45,000 who take six or more credits in the spring 2019 semester will be eligible to receive CCOG awards to cover tuition and educational fees, after applying any other federal or state grant aid which the student receives.

RESOLUTION RECOMMENDING AN ACADEMIC MASTER PLAN

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(d), the Camden County College Board of Trustees is authorized to determine the educational curriculum and program of the College, consistent with the programmatic mission of the institution; and

WHEREAS, Camden County College is committed to the success of a diverse student body through collaborative engagement that provides high quality, accessible and affordable education and is responsive to the needs of the community through continuous enhancement of its programs and services; and

WHEREAS, Camden County College implemented its first Academic Assessment Plan in 2008 overseen by the newly-formed Office of Curriculum and Assessment and the Vice President for Academic Affairs; and

WHEREAS, by 2015 there was growing consensus that assessment should occupy a broader spectrum than teaching and student learning alone and each unit of the Academic Affairs Division devised and submitted documentation of unit goals, assessment of those goals and the use of aggregate data to inform programmatic decision-making; and

WHEREAS through the process of composing a self-study report for the Middle States Commission on Higher Education, steering committee members concluded that a more strategic, goal-driven academic planning document was warranted and development of a cyclical, measurable master plan was envisioned and put into motion; and

WHEREAS the Middle States Commission evaluation team recommended development of a comprehensive Academic Master Plan

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College hereby accept the 2018-2021 Academic Master Plan that aligns the College's Strategic Goals with those of the Academic Affairs division; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution approves the 2018-2021 Academic Master Plan.

Camden County College

Academic Master Plan 2018-2021

Mission

Camden County College is committed to the success of a diverse student body through collaborative engagement that provides high quality, accessible and affordable education. The College is responsive to the needs of the community through continuous enhancement of its programs and services.

Vision

Camden County College will be a gateway to opportunities for students to achieve their full potential and to meet their academic and career goals.

Academic Master Plan 2018-2021

Executive Summary

Introduction

Camden County College is a vital resource for higher education, workforce training, and cultural events and has been licensed by the State of New Jersey since 1965. The College was founded when what had been the Mother of the Savior Seminary was purchased early in 1967. That fall, the first class of Camden County College students enrolled in courses on the Blackwood, New Jersey Campus. Throughout the 1970s, 1980s and 1990s, new buildings were constructed to keep pace with growing enrollments and expanding academic offerings.

Camden County College is one of the largest community colleges in New Jersey and maintains the lowest community college tuition and fee rate structure in the state. The College currently enrolls more than 17,000 credit and 10,000 continuing education students annually. CCC is guided by strong strategic planning and strives to deliver quality programs and services to support student success to a diverse population. The College aspires to respond to the changing needs of its community and students by continuously updating its programs and services to support the economic development of Camden County and the region, as well as the personal development of their citizens

Recent studies of Federal Department of Education (DOE) data demonstrate that CCC ranks among the nation's top 50 colleges for associate degree completion in education and among the top 100 colleges in associate degrees completed by African-American students. The College enrolls credit students annually in more than 100 degree and certificate programs and is recognized nationally as a leader in advanced manufacturing, technology, and Allied Health programs. The College is a vital resource for transfer education, customized training for business and industry, and community-based cultural arts.

Today, the College's two campuses in Blackwood and Camden, along with an instructional site in Cherry Hill and a Regional Emergency Training Center (RETC) in Lakeland, NJ, share the common mission of providing accessible, affordable higher education and occupational study. The College's presence in the City of Camden began in 1969, and was awarded full campus status in 1991. Today, the Camden City campus helps support the economic development of the City of Camden and Camden County through associate degree studies, educational opportunity grants, and workforce training.

Camden County College's Cherry Hill location opened in 2000 as the result of a unique public/private partnership between the College, Cherry Hill Township, and the William G. Rohrer Charitable Foundation.

Camden County College was accredited by and has been a member in good standing with the *Middle States Commission on Higher Education (MSCHE)* since 1972. In June of 2018, the Commission reaffirmed Camden County College's accreditation status, commending the College "for the quality of the self-study process and report."

Background

Camden County College implemented its first Academic Assessment Plan in 2008, as overseen by the newly-formed Office of Curriculum and Assessment and the Vice President for Academic Affairs. The Plan was divided into three sections. The first section outlined processes for Student Learning Outcomes Assessment and Academic Program Review. A second section offered a five-year schedule of assessment projection; and, the final section provided a report of prior assessment practice and results. By 2015, there was growing consensus that assessment should occupy a much broader spectrum than teaching and student learning alone. Each unit of the Academic Affairs Division devised and submitted in kind documentation of unit goals, assessment of those goals, and the use of aggregate data to inform programmatic decision making.

Through the process of composing a College self-study report for the Middle States Commission on Higher Education (2016-18), steering committee members concluded that a more strategic, goal driven academic planning document was warranted. Development of a cyclical, measurable master plan was thus envisioned and put in motion. In their closing report to the College in 2018, the Middle States Commission evaluation team recommended development of a comprehensive Academic Master Plan.

This 2018-2021 Academic Master Plan aligns the College's Strategic Goals with those of the Academic Affairs division (See Figure 1). In support of those goals, each unit has developed targeted objectives, prescribed timelines for completion, and analysis of measureable outcomes. At the core of the Academic Master Plan is currency of practice in the pursuit of student success.

Strategic Goals	Academic Affairs Goals 2017-2020				
	Implement Guided Pathways to Success	Expand Educational Opportunities	Enhance E-Learning	Improve College Readiness	Expand Professional Development
Provide accessible and affordable, high-quality educational opportunities	✓	✓	✓	✓	
Foster student success through high-quality learning experiences and support services	✓	✓	✓	✓	
Respond to the needs of labor force, collaborative partners, and community members		✓			
Develop and manage institutional resources focused on supporting student success and organizational effectiveness	✓	✓	✓		✓

Figure 1. Crosswalk of 2016-2021 Strategic Plan Goals and 2017-2020 Academic Affairs Goals

Process

Development of the 2018-2021 Academic Master Plan was comprehensive and inclusive. Each Academic Affairs unit evaluated its unique mission, programmatic content, available resources, and established objectives from within a traditional three-year strategic goal completion model. Over time and as a guiding coalition, the Academic Affairs team considered a number of local and global institutional priorities. Unit commonalities were quickly identified and expanded to address the most pressing academic needs of the College. From these discussions, the goals and objectives of the Academic Master Plan were formulated. Embedded in each yearly target are measures of assessment to be used in evaluating stated objectives.

As the Academic Master Plan document began to grow and develop organically, the guiding coalition shared draft content with members of their divisions and departments for review and input. In less than six months following successful College reaccreditation by the Middle States Commission on Higher Education, a final draft of the Academic Master Plan was submitted to the Vice President for Academic Affairs for distribution to the President's Executive Team, to the Academic and Student Affairs Advisory Committee of the College Board of Trustees, and to the full Board of Trustees for review and ratification.

The Academic Master Plan

*The 2018-2021 Academic Master Plan is informed by and proceeds concurrent with the College's overarching goal of implementation of the **Guided Pathways to Student Success** model.*

The Academic Master Plan is designed for clarity and concise presentation of measurable goals and objectives. At the top of each table in the Plan can be found one of five defined Academic Affairs goals. The first column aligns each goal with those comprising the Camden County College Strategic Plan. Objectives represent the means by which each goal will be accomplished. Columns representing Year 1, 2 and 3 objectives feature a completion timeline for each objective, along with an assessment metric intended to measure performance to Plan goals.

GOAL 1. Implement Guided Pathways to Success

The Guided Pathways to Success model provides student support in all phases of the college experience, including entrance into programs best suited to student needs and goals, corollary support for successful course completion, assertive and sustained advisement, and assistance following graduation the College either by career coaching or baccalaureate degree transfer advisement. Comprehensive goals and objectives of the Guided Pathways model support the Strategic Plan and administrative initiatives as measured by improvements in enrollment, retention and graduation rates.

GOAL 2. Expand Educational Opportunities

Academic degree and certificate programs and experiential learning opportunities are at the heart of all institutions of higher education. The Academic Master Plan demonstrates a commitment to offer students robust program and career options, as well as experiences outside the class room that will allow them to attain their personal and professional goals. New and revised curricula, expanded partnerships, and community involvement enhance the college experience and prospects for gainful employment for our graduates.

GOAL 3. Enhance E-Learning

Enrollment in distance education courses has seen a notably increasing trend over the last five years. Students opt for this modality to compliment face-to-face course learning, as well as to obtain their education with flexible on- and off-campus enrollment. In preparation for distance education program growth, Academic Affairs intends to develop a wider array of courses available online, as well as degree and certificate programs that can be completed totally online. The College will enhance the distance education experience by providing an enhanced learning management system. In addition, corollary means towards successful E-learning, including Open Educational Resources, will ensure timely and cost-efficient degree completion for Camden County College students.

GOAL 4. Improve Student College Readiness

One of the main barriers to college success is the need for student remediation in the key areas of Math and English. This often results in depletion of financial resources, attrition, as well as extended and unrealistic time needed for degree program completion. Several initiatives, foremost among them an Accelerated Learning Program (ALP) model, are proposed to reduce student time to degree completion by imbedding remedial instruction in target content course work.

GOAL 5. Expand Professional Development

The Camden County College Teaching and Learning Center (TLC) plays a central role in the academic professional development opportunities for faculty and staff at the College. That role will be expanded in terms of professional development availability, presentation modality, and the breadth of topics meant to reach a significantly larger portion of our College community. Proposed Adjunct Academy and Chairs Academy initiatives seek to provide not only currency in teaching and learning practice, but also equity in access to institutional policy and process in all aspects of service to the greater community that we serve.

Academic Master Plan Development Team

Dr. Teresa Smith, Dean of Academic Affairs (Acting)
Kathy Dawson-Faul, Director of the Rohrer Center
Dr. Susan Choi, Dean of Math, Science and Health Careers Division (Past)
Kevin Schmidt, Interim Dean of Business, Computers, and Technical Studies Division
Scott Purdy, Director of Distance Education
Isabel Gray, Director of Libraries
Orlando Cuevas, Director of the Regional Emergency Training Center
Michael Nester, Dean of the Liberal Arts and Professional Studies Division
John Steiner, Dean of the Math, Science and Health Careers Division
David Bruno, Associate Dean of Liberal Arts and Professional Studies (Acting)

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'D. Edwards', written in a cursive style.

Dr. David Edwards, Vice President for Academic Affairs
October, 2018

ACADEMIC MASTER PLAN 2018-2021

Goal I: Implement Guided Pathways to Success

Strategic Goal	Objectives	Year 1	Year 2	Year 3	Budget and Resources	AREA
SP-1,2	Map Associate Degree Programs to the Guided Pathways to Success Model	Revise 100% of degree curricula to conform to GPS best practice as assessed by curriculum process minutes, student planning module documentation.				Faculty, Deans, Curriculum Committee
SP-4		Revise 100% of curriculum to 60-credit maximum as assessed by review process (excludes accreditation, waiver exemptions)				Faculty, Deans, VPAA
SP-4	Redesign Master Course Schedule for Optimum Student Pathways to Degree Completion	Evaluate scheduling patterns at Camden City Campus as assessed by scheduling report	Revise Camden schedule to allow for sustained degree course sequence offerings	Implement and market five (5) degrees courses attainable on Camden City campus		Faculty, Deans, DAA, DESS, CCD
SP-4		Evaluate efficiency of scheduling courses in Master Schedule; identify under enrolled courses as assessed by Master Schedule Efficiency report	Select 10 identified under-enrolled courses and increase enrollment efficiency by 10% as assessed by Master Schedule Efficiency Report	Select all under-enrolled courses and increase sequence efficiency by 20%		
SP-4		Commence advisement redesign as assessed by GPS model and personnel resources	Student clusters assigned and in operation	Advisement redesign complete; pilot advisement teams deployed	Redistributed FT and PT advisement personnel and faculty	DESS, DAA
SP-2,4	Redesign Academic Advisement to the Guided Pathways to Success Model	Develop onboarding, sustained, and outboarding advisement plan and assessed by SEM	Identify advisement clusters, personnel redistribution	GPS-based advisement teams including Transfer/Career in full operations	Redistributed FT and PT advisement personnel and faculty	DESS, DAA
		Develop process for faculty advisement participation via GPS model and advisement redesign	Pilot process as assessed by faculty and student surveys	Fully implement faculty advisement participation as part of advisement teams		Faculty, Deans, DAA, DESS

Goal II: Expand Educational Opportunities

Strategic Goal	Objectives	Year 1	Year 2	Year 3	Budget and Resources	AREA
SP-1,2		Revise 100% of degree program curricula to 60-credit maximum (excludes accreditation, waiver exemptions)	Assess 60-credit model for implementation, waiver, and accreditation efficacy	Full compliance with 60-credit degree maximums as required by NJ state law		Faculty, Deans
SP-2	Evaluate Existing Degree and Certificate Programs for Currency	Map 60% of curricula to conform to GPS principles as assessed by student planning module updates	Map 100% of curricula to conform to GPS principles as assessed by student planning module updates	Assess GPS mapping efficacy through surveys and Academic Program Review (APR)		Faculty, Deans, DAA
SP-2		Evaluate Degree Program enrollment and currency as assessed by APR	Sunset and teach out 50% of degree programs identified and assessed by curriculum tracking and APR	Sunset and teach out 100% of degree programs identified and assessed by curriculum tracking and APR		Faculty, Deans, DAA
SP-1,2		research and investigate two (2) new programs/ certificates assessed by IR feasibility report.	Initiate and approve programs/certificates via Board Resolution	Implement new programs/certificates as assessed by master schedule, success analysis of students	Faculty/ TA resources as required	Faculty, Deans
SP-1	Develop New and Renew Academic Partnerships	Evaluate articulations and cyclical contracts due for renewal	Revise 50% of articulations and contracts due for renewal	Revise 100% of articulations and contracts due for renewal.		VPAA, Faculty, Deans
SP-1		Explore new partnerships as assessed by feasibility report and curricular need	Complete contractual agreements with new partners as assessed by curricular need	Assess efficacy of new partnerships as assessed by surveys and enrollment trend		VPAA, Faculty, Deans
SP-1,2		Define and explore two (2) additional experiential learning models for each division as assessed by best practice models and surveys	Add 1 additional experiential learning construct for each division as developed by faculty and external partners	Add 1 additional experiential learning construct for each division as developed by faculty and external partners	Resources to cover the cost of speakers, events, externships, etc.	VPAA, Faculty, Deans
SP-1,4	Expand Student Learning Experiences (e.g. Facility Renovation; Degree Clusters; Credentialing ; Service Learning)	Lincoln facility renovation plan to collocate program clusters (e.g., VPMA)	Complete all Lincoln Hall renovations, initiate programmatic redesign	Assess renovated Lincoln Hall as assessed by program coherence, surveys and student enrollment	Chapter 12 funding	LAPS Dean; College
SP-1,3		Evaluate current policy and process of awarding PLA credits as assessed by findings report with recommendations	Establish a systematic process, including administrative oversight, for awarding credits by PLA as assessed by tracking of awarded credits and student success	Assess the efficacy of PLA policy procedure as assessed by surveys, student success data		Faculty, Deans, DAA

Goal III: Enhance E-Learning

Strategic Goal	Objectives	Year 1	Year 2	Year 3	Budget and Resources	AREA
SP-2,4	Implement College-wide enhanced LMS system	Establish LMS Task Force as assessed by recommendation report			LMS annual contract; migration costs (as applicable)	Faculty, Deans, DE, OIT
		Select vendor as chosen by Board- approved RFP			Board of Trustees resolution	VPAA, President, BOT
		Develop LMS implementation and user training timeline based on vendor selection	LMS migration complete; student and staff (re)training modules in practice	LMS implementation complete; viability assessment via surveys and user training enhancements	LMS annual contract; migration costs (as applicable)	Faculty, Deans, DE, OIT
SP-1,2	Increase online and hybrid course offerings, leading to increase in degree programs available in online modality	Increase online offerings by 11% as assessed by Master Schedule and enrollment data	Increase online offerings by an additional 11% as assessed by Master Schedule, enrollment, and student success data	Increase online offerings by an additional 11% as assessed by Master Schedule, enrollment, and success data		Faculty, Deans, DE
		Identify programs to be offered completely online as assessed by online recommendation report	Select and implement programs to be offered completely online	Sustained marketing of Programs to be offered totally online as assessed by webpage, APG and marketing materials	faculty, marketing, and instructional resources	Faculty, Deans, DE
		Identify and develop courses required to offer degree programs completely online as assessed by course shells, master schedule, market demand	Complete development of new online courses and offer 5 new programs that can be taken totally online as assessed by master schedule, market demand	Complete development of additional new online courses and offer an additional 5 new programs that can be taken totally online as assessed by master schedule, market demand	Resources for course and program development	Faculty, Deans, DE
		Discuss and develop common shell format as assessed by team research and recommendations.	Pilot common shell format as assessed by shells, faculty and student surveys	Fully implement common shell format as assessed by shells, faculty and student surveys		Faculty, Deans, DE
SP-4	LMS User Training	Develop faculty training module for new LMS as assessed by training documentation				Faculty, Deans, DE
		Develop assessment/training module for students as assessed by training documentation	Pilot student training module as assessed by faculty and student surveys, success data comparison	Fully implement student training module as assessed by faculty and student surveys, success data comparison		Faculty, Deans, DE
		Develop policy for training as assessed by Training Policy	Implement training policy as assessed by training records			Faculty, Deans, DE

Goal III: Enhance E-Learning (continued)

Strategic Goal	Objectives	Year 1	Year 2	Year 3	Budget and Resources	AREA
SP-4	Ensure student learning outcomes in all modalities are internally consistent	33% of online courses will be assessed in the same way as face to face modality as assessed by PLSO assessment submissions	An additional 33% of online courses will be assessed in the same way as face to face modality as assessed by PLSO assessment submissions	An additional 33% of online courses will be assessed in the same way as face to face modality as assessed by PLSO assessment submissions		Faculty, Deans, DE
SP-1	Design and Implement College-wide Online Educational Resources (OER) Program	Expand use of OER in high-enrolled General Education courses in conjunction with NJ community colleges	Implement OER into 10% of the courses offered as assessed by success report	Increase use of OER into 20% of courses offered as assessed by success report	OER implementation resources for CCC faculty	Faculty, Deans, Library, DE
		Explore feasibility of creating a "Z-degree" as assessed by recommendation report	Pilot Z-degree as assessed by success report	Expand Pilot Z-degree as assessed by success report		Faculty, Deans, Library, DE
		Identify and develop one CTE program for an OER program as assessed by recommendation report	Pilot 2 CTE OER courses as assessed by success report	Offer one CTE degree program with >60% OER instructional content		Faculty, Deans, Library, DE

Goal IV: Improve College Readiness

Strategic Goal	Objectives	Year 1	Year 2	Year 3	Budget and Resources	AREA
SP-1,2	Provide college Readiness programs at regional high schools	Analyze academic outreach to high schools regarding College Readiness and College Readiness Now (CRN)	Develop and pilot ALP Program with selected high school partners as assessed by program plan, CCC and High School faculty surveys, and College Readiness Now	Expand high school ALP program to additional selected sites as assessed by program plan, CCC and high school faculty surveys, success data and CRN	Faculty coordination resources	Faculty, Deans, SWAP, ASE, ASM, ESS, DAA
SP-1,2		Convene a placement committee to evaluate placement criteria as assessed by recommendation report	Evaluate students placed using new criteria, recommending adjustments if necessary as assessed by assessment report	Fully implement new placement criteria.		Faculty, Deans, SWAP, ESS, DAA
SP-1,2	Accelerate path through developmental courses	Pilot ALP - English as assessed by success analysis	Increase ALP course availability by 50% as assessed by success analysis	Implement ALP English course model as assessed by success analysis		Faculty, Deans, DAA
SP-1,2		Implement ALP for Academic Skills Math	Engage in professional development activities from both internal and external presenters as assessed by faculty surveys			Faculty, Dean
SP-1,2			Pilot ALP math courses as assessed by success analysis	Implement ALP Math course model as assessed by success analysis		Faculty, Dean

Goal V: Expand Professional Development

Strategic Goal	Objectives	Year 1	Year 2	Year 3	Budget and Resources	AREA
SP-4	Expand Professional Development Opportunities	Diversify schedule of TLC presentations by offering 2 workshops at times other than the official Thursday time slot as assessed by attendance records and faculty surveys	Offer an additional 2 workshops during alternate time slots as assessed by attendance records and faculty surveys.	Offer an additional 2 workshops during alternate time slots as assessed by attendance records and faculty surveys.	Release time/stipend for 1 FT faculty member and 1 adjunct faculty member to coordinate TLC; TLC operations budget	Faculty, Deans, TLC coordinator, DE
		Offer 2 professional development presentations via LMS as assessed by attendance records and faculty surveys.	Offer an additional 2 presentations via LMS as assessed by attendance records and faculty surveys.	Offer live webinar TLC presentations synchronously broadcast to the Camden Campus		Faculty, Deans, TLC coordinator, DE
		Create an Adjunct Academy under the umbrella of the Teaching Learning Center as assessed by recommendation report.	Pilot Adjunct Academy and evaluate impact on instructors as assessed by adjunct surveys.	Implement Adjunct Academy services as assessed by adjunct surveys, attendance reports.	Funding for Adjunct Academy coordinator(s)	Faculty, Deans, TLC coordinators, DE
		Develop a Chairs Academy under the umbrella of the Teaching Learning Center as assessed by recommendation report.	Pilot Chairs Academy and evaluate impact on instructors as assessed by surveys of chairs and coordinators	Implement Chairs Academy services as assessed by surveys of chairs and coordinators, attendance reports.		Faculty, Deans, TLC coordinators, DE

RESOLUTION CONFERRING THE TITLE OF FACULTY EMERITUS

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the President of Camden County College is empowered to nominate to the Camden County College Board of Trustees retired faculty members for the title of “Faculty Emeritus,” in recognition of meritorious teaching service to the College, concurrent with an offer to teach or to conduct an administrative assignment; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the Camden County College Board of Trustees is authorized to confer the title “Faculty Emeritus” status upon the recommendation of the President of the College; and

WHEREAS, Patricia McGee, Assistant Professor I in the English as a Second Language (ESL) department, retired on June 30, 2018, after twenty-five years of service; and

WHEREAS, Patricia McGee was a well-respected colleague and was held in highest regard by her peers and ESL students; and

WHEREAS, the President of the College recommends that the title “Faculty Emeritus” be conferred upon the following named faculty:

Professor Patricia McGee

and

WHEREAS, the Board of Trustees has determined that it is in the best interests of Camden County College to take the personnel action so recommended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby undertakes personnel actions as follows:

The title of “Faculty Emeritus” shall be conferred upon the following named faculty:

Professor Patricia McGee

SUMMARY STATEMENT

This resolution authorizes the title of “Faculty Emeritus” be conferred upon Patricia McGee.

RESOLUTION CONFERRING THE TITLE OF FACULTY EMERITUS

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the President of Camden County College is empowered to nominate to the Camden County College Board of Trustees retired faculty members for the title of “Faculty Emeritus,” in recognition of meritorious teaching service to the College, concurrent with an offer to teach or to conduct an administrative assignment; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the Camden County College Board of Trustees is authorized to confer the title “Faculty Emeritus” status upon the recommendation of the President of the College; and

WHEREAS, Faustino Gonzalez, Associate Professor in the Mathematics department, retired on June 30, 2017, after twenty-five years of service; and

WHEREAS, Mr. Gonzalez was a well-respected colleague who was chosen to receive the Lindback Distinguished Teaching Award in 2007 and granted an Education Impact Award during the College’s 50th Anniversary celebration; and

WHEREAS, Mr. Gonzalez was an active participant in the Mathematics department and was held in highest regard by his students; and

WHEREAS, the President of the College recommends that the title “Faculty Emeritus” be conferred upon the following named faculty:

Professor Faustino Gonzalez

and

WHEREAS, the Board of Trustees has determined that it is in the best interests of Camden County College to take the personnel action so recommended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby undertakes personnel actions as follows:

The title of “Faculty Emeritus” shall be conferred upon the following named faculty:

Professor Faustino Gonzalez

SUMMARY STATEMENT

This resolution authorizes the title of “Faculty Emeritus” be conferred upon Faustino Gonzalez.

RESOLUTION REAPPOINTING FACULTY TO A FIFTH YEAR CONTRACT

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the President of Camden County College is empowered to nominate to the Camden County College Board of Trustees personnel for employment by Camden County College; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the Camden County College Board of Trustees is authorized to appoint such personnel upon the recommendation of the President of the College, with such terms of employment as the Board of Trustees shall determine; and

WHEREAS, the President of the College recommends that the following named faculty listed below shall be offered reappointment for 2019-2020;

THIRD YEAR CONTRACT

Lori Quinto-Green, Mathematics Department

and

WHEREAS, the Board of Trustees has determined that it is in the best interests of Camden County College to take the personnel actions so recommended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby undertakes personnel actions as follows:

The following named faculty listed below shall be offered reappointment for 2019-2020:

THIRD YEAR CONTRACT

Lori Quinto-Green, Mathematics Department

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution authorizes the faculty retention recommendation for 2019 – 2020.

RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY AT CIM

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and

WHEREAS, two pieces of machinery residing in the CIM building are over 30 years old; and

WHEREAS, Kevin Schmidt, Director of Technology and Engineering recommends that pursuant to NJSA 18A:64A-12 (m) that this machinery is no longer necessary for College purposes and requests such a finding by the Board and the authority to sell them; and

WHEREAS, Kevin Schmidt recommends that this machinery be recycled and estimates value of the scrap metal to be well under \$1,000.00; and

WHEREAS, it is the recommendation of Maris Kukainis, Executive Director of Financial Administrative Services and Debora McKee, Manager of Purchasing, that the Board authorize the sale of this surplus property; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES does make the finding that these two items in CIM are no longer necessary for College purposes and the aforementioned request authorizing the sale of these two items of surplus property within CIM be and is hereby AUTHORIZED .

SUMMARY STATEMENT

This resolution authorizes the sale of the two items of outdated machinery as specific surplus property residing at the CIM building pursuant to NJSA 18A:64A-12 (m).

RESOLUTION - POLICY DEVELOPMENT, POLICY #351

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to enact policies governing Camden County College; and

WHEREAS, the College has had long standing procedures to develop, review and implement policies; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of Camden County College to formalize these long standing procedures for new and existing policy planning, development, review, approval, implementation and review; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby adopts a Policy Development policy, policy #351 *as attached hereto*; and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized and directed to codify and implement this policy.

SUMMARY STATEMENT

This resolution approves a new Board of Trustees Policy #351 – Policy Development.

Camden County College

Board of Trustees Policy

Subject: Policy Development	Number	Page	Of
	351	1	1
	Date: November 7, 2018		
	Supersedes: N/A		
Last Reviewed: N/A			

Purpose

To outline the procedures for new and existing policy development, review, approval, implementation and revisions.

Scope

The following steps are generally involved in policy development, adoption, implementation and review.

A policy may be developed when there is a need for clarity and consistency on a matter and/or a need to control, direct or inform all or some members of the College community on such matters, a regulatory requirement, and/or where there is institutional need. Policies have College-wide application and are mandatory for those identified within the scope. A policy will include a header using the format as shown above. The body of the policy will include the following sections: Purpose, Scope and Authority. Definitions will be included when necessary. Procedures should not be included within a policy.

Authority

At the direction of the President, it is the responsibility of department heads to ensure compliance with College policy.

Existing policies will be reviewed bi-annually and updated as required.

The Sponsoring Party will consult with the Executive Staff on the need for a new or revised policy. The Sponsoring Party responsible for the policy will initiate a proposal for a new policy, an update, change or removal of a policy.

Once reviewed by General Counsel and endorsed by the Executive Staff, the Sponsoring Party will present the new or revised policy to the President's Cabinet for review and communication to specific represented groups. Once reviewed by the President's Cabinet, the President shall entertain and determine at their discretion what if any policy proposals are to be recommended to the Board of Trustees.

As endorsed by Resolution of the Trustees Business Affairs Committee or the Academic and Student Affairs Committee, the proposed policy shall be submitted to the Board of Trustees for review and disposition as set forth in N.J.S.A. 18A:64A-12.

Once approved by the Board of Trustees, the appropriate department will notify affected employees and/or students, and the President's Office will post a new or revised policy on the College Shared Drive and College website.

**RESOLUTION ACCEPTING THE QUARTERLY FINANCIAL REPORT FOR
THE PERIOD ENDING JUNE 30, 2018**

WHEREAS, it is the policy of the Board of Trustees to have a financial report prepared at the close of each quarter and submitted to the Board; and

WHEREAS, the attached report is submitted for the Quarter ending June 30, 2018; and

WHEREAS, the report presents operating results for the period as well as year-to-date performance including: a comparison of revenue – budget-to-actual for Q4 FY2018; revenues – FY2018 compared to FY2017; expenditures – budget to actual for Q4 FY2018; expenditures – FY2018 compared to FY2017 and a summary; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees hereby accepts the financial report for the period ending June 30, 2018 as submitted

SUMMARY STATEMENT

This resolution authorizes the acceptance of the financial report for the fourth quarter of fiscal year 2018, ending June 30, 2018.

**Camden County College
Board of Trustees Quarterly Financial Report
Q4 – FY2018 – June 30, 2018**

This report contains results for the quarter ending June 30, 2018. It was presented at the October 25th meeting of the Business Affairs and Campus Development Committee and the November 7th Board of Trustees meeting. It includes performance for the fourth quarter and year-to-date along with year-end actuals.

Quarterly targets reflect twenty-five percent of year-end goals. The quarterly targets, combined with the annual performance expectations offer a basis of measurement that enhances the evaluation of the College's overall financial performance. In those cases where quarterly data does not provide sufficient insight into financial performance, a more detailed explanation has been provided.

Revenues – Budget vs. Actual Q-4 FY2018

The College experienced a net decrease of \$365,659 over the budgeted FY2018 revenue. Credit tuition and fees were down \$687,122. Decreases are attributable to lower than anticipated enrollments. Continuing Education revenue were lower than the FY2018 budget by \$185,293.

Miscellaneous revenues were up by \$473,197 in comparison to the budgeted amount. It is important to note that this amount does not include the originally budgeted \$1.2 million transfer from FY16.

Miscellaneous revenues include increases from High School Programs, interest revenue, bookstore commissions and rentals.

Revenues – FY2018 vs. FY2017

Overall revenue for FY2018 compared to FY2017 decreased by \$2,237,571. Revenue from tuition and fees, our largest revenue item, is approximately \$2.0 million lower than last year. Keeping the tuition the same and a decrease in enrollments contributed to this decrease. Revenue from Continuing Education was up by \$211,326 from FY2017. Miscellaneous revenue decreased by \$453,288.

Expenditures – Budget vs. Actual Q-4 FY2018

The continuous efforts of the administration in reducing costs and the elimination of the debt service payment to the County produced overall actual expenditures of \$1.3 million lower than the initial budget. The largest decrease was in utilities and supplies of approximately \$1.0 million.

Expenditures - FY2018 vs. FY2017

Expenditures between the fiscal years decreased by \$144,965. Fringe benefits were up by \$1.3 million while salaries, utilities and miscellaneous expenses were down in comparison to the previous year.

Summary

Although the College continues to experience challenges due to lower enrollment, through fiscal responsibility, sound planning, the forgiveness of debt payment to the County, the increased revenue from High School Programs and rentals, the administration was able to balance the budget and have a savings of \$964,419.

Given the 10% decline in enrollments during the Fall 18 semester and the projected decline in Spring 19, we are recommending using the savings of \$964,419 towards balancing the FY19 budget.

In addition, we are recommending transferring the \$1.2 million from FY16 that we didn't use to balance the FY18 budget towards the planning of the FY20 Operating Budget.

CAMDEN COUNTY COLLEGE
Board of Trustees Quarterly Financial Report

Board of Trustees Minutes Attachment 4836H

Qtr 4 - FY2018

	Current Period						Year-to-Date					Year Over Year to Date			
	Original Budget	Revised Budget	Actual	Variance	% of Revised Budget	Original Budget	Revised Budget	Actual	Variance	% of Revised Budget	2017 Actual	2018 Variance	Var %	2018 Projected vs. Revised Budget	
Revenues															
State Aid	2,340,850	2,340,850	2,457,789	116,939	105.00%	9,363,398	9,363,398	9,396,957	33,559	100.36%	9,363,397	33,560	100.36%	(32,023)	
County Aid	2,622,214	2,622,214	1,804,083	(818,131)	68.80%	10,488,856	10,488,856	10,488,856	0	100.00%	10,488,856	-	100.00%	0	
Credit Tuition	5,450,002	5,450,002	2,488,402	(2,961,600)	45.66%	21,800,000	21,800,000	21,588,520	(211,480)	99.03%	22,850,802	(1,262,282)	94.48%	400,000	
Credit Fees	2,925,006	2,925,006	1,142,525	(1,782,481)	39.06%	11,700,000	11,700,000	11,224,358	(475,642)	95.93%	11,991,245	(766,887)	93.60%	500,000	
Continuing Ed	575,000	575,000	307,001	(267,999)	53.39%	2,300,000	2,300,000	2,114,707	(185,293)	91.94%	1,903,381	211,326	111.10%	0	
Miscellaneous Revenue	1,975,000	1,975,000	1,929,858	(45,142)	97.71%	7,900,000	7,900,000	8,373,197	473,197	105.99%	8,826,485	(453,288)	94.86%	0	
Transfers	0	0							0			-		0	
Total Revenues	15,888,072	15,888,072	10,129,658	(5,758,414)	63.76%	63,552,254	63,552,254	63,186,595	(365,659)	99.42%	65,424,166	(2,237,571)	96.58%	867,977	
Expenditures															
N/A									0		-	-			
Salaries	8,897,878	8,862,375	8,088,982	773,393	91.27%	35,510,798	35,368,757	35,208,549	160,208	99.55%	35,688,054	(479,505)	98.66%	(631,243)	
Benefits	3,365,363	3,346,523	4,797,546	(1,451,023)	143.36%	13,461,454	13,386,068	13,653,385	(267,317)	102.00%	12,318,513	1,334,872	110.84%	186,068	
Contractual Services	1,510,092	1,542,512	1,317,006	225,506	85.38%	6,040,320	6,169,988	6,035,187	134,801	97.82%	5,805,176	230,011	103.96%	110,711	
Supplies	505,134	490,540	374,495	116,045	76.34%	2,020,415	1,962,046	1,426,092	535,954	72.68%	1,483,345	(57,253)	96.14%	582,046	
Utilities	977,768	971,274	830,985	140,289	85.56%	3,911,054	3,885,079	3,379,863	505,216	87.00%	3,670,908	(291,045)	92.07%	285,079	
Other Expenses	649,362	662,187	373,894	288,293	56.46%	2,597,363	2,648,664	2,460,595	188,069	92.90%	3,339,251	(878,656)	73.69%	248,664	
Capital	2,713	32,914	33,311	(397)	101.21%	10,850	131,652	58,505	73,147	44.44%	61,894	(3,389)	94.52%	86,652	
Total Expenditures	15,908,310	15,908,325	15,816,219	92,106	99.42%	63,552,254	63,552,254	62,222,176	1,330,078	97.91%	62,367,141	(144,965)	99.77%	867,977	
Net	(20,238)	(20,253)	(5,686,561)			0	0	964,419			3,057,025			0	

**RESOLUTION REJECTING ALL PROPOSALS FOR
WEB PORTAL AND MOBILE APP**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and publicly advertised proposals for **Web Portal bid and Mobile App**, RFP #FY19RFP-10, were received are listed below in the “RFP Analysis Sheet”; and

WHEREAS, it is the recommendation of Mahima Chauhan, Director of Project Management and Financial Systems, Jack Post, Chief Information Officer, Anthony Nastasi, Applications Manager, James Palmer, Senior Enterprise Programmer Analyst, Tom Russell, Senior Programmer, Daniel Pisko, Web Developer, Debora McKee, Manager of Purchasing to reject all the proposal submissions due to budgetary constraints; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the submitted proposals, RFP #FY19RFP-10, for **Web Portal and Mobile App** are hereby **REJECTED**.

SUMMARY STATEMENT

This resolution rejects all the proposals for Web Portal and Mobile App. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Web Portal and Mobile App RFP Evaluation Sheet

#FY19RFP-10

Points x Weight = Total

Total Points Earned = sum(Totals)

Grand Total Points Earned = sum(Total Points Earned)

Points

A five point system (1-5) will be used to rate each category:

- 1 - Unacceptable
- 2 - Marginal
- 3 - Satisfactory/Average
- 4 - Above Average
- 5 - Superior/Excellent

Weight

A three point system (1-3) will be used to rate each category:

- 1 - Least Important
- 2 - Moderately Important
- 3 - Most Important

Cumulative Score

Unified			
Portal Evaluation	Points 1-5	Weight 1-3	Total
Technology Requirements	5	3	15
System and Infrastructure Requirements	5	3	15
Security and Role Management Requirements	4	3	12
Password Management Requirements	4	3	12
Multi-Factor Authentication Requirement	4	3	12
Alerts/Notifications	5	3	15
Search Requirements	5	2	10
Monitoring and Reporting Requirements	3	2	6
Additional Requirement for Hosted (SaaS) Solution	3	1	3
Scalability	4	2	8
Services and Support	4	3	12
Mobile App Requirements	4	3	12
Total Points Earned:			132

Financial Evaluation			
	Points 1-5	Weight 1-3	Total
Fees	4	3	12
Total Points Earned:			12

Grand Total Points : 144

Implementation:	\$68,174.30
2nd year support:	\$56,099.30
Unified 2 year cost:	\$124,273.60

A - Technology			
Portal Evaluation	Points 1-5	Weight 1-3	Total
Technology Requirements	1	3	3
System and Infrastructure Requirements	1	3	3
Security and Role Management Requirements	1	3	3
Password Management Requirements	1	3	3
Multi-Factor Authentication Requirement	1	3	3
Alerts/Notifications	1	3	3
Search Requirements	1	2	2
Monitoring and Reporting Requirements	1	2	2
Additional Requirement for Hosted (SaaS) Solution	1	1	1
Scalability	1	2	2
Services and Support	1	3	3
Mobile App Requirements	1	3	3
Total Points Earned:			31

Financial Evaluation			
	Points 1-5	Weight 1-3	Total
Fees	2	3	6
Total Points Earned:			6

Grand Total Points : 37

Implementation: (\$K per month hosting not included)	\$325,170.00
2nd year support:(not listed)	\$0.00
A-Technology 2 year cost:	\$ 325,170.00

Data-Core Systems			
Portal Evaluation	Points 1-5	Weight 1-3	Total
Technology Requirements	1	3	3
System and Infrastructure Requirements	1	3	3
Security and Role Management Requirements	1	3	3
Password Management Requirements	1	3	3
Multi-Factor Authentication Requirement	1	3	3
Alerts/Notifications	1	3	3
Search Requirements	1	2	2
Monitoring and Reporting Requirements	1	2	2
Additional Requirement for Hosted (SaaS) Solution	1	1	1
Scalability	1	2	2
Services and Support	1	3	3
Mobile App Requirements	1	3	3
Total Points Earned:			31

Financial Evaluation			
	Points 1-5	Weight 1-3	Total
Fees	1	3	3
Total Points Earned:			3

Grand Total Points : 34

Implementation:	\$289,500.00
2nd year support:	\$97,500.00
Data-Core Systems 2 year cost:	\$387,000.00

Datagain			
Portal Evaluation	Points 1-5	Weight 1-3	Total
Technology Requirements	3	3	9
System and Infrastructure Requirements	3	3	9
Security and Role Management Requirements	3	3	9
Password Management Requirements	3	3	9
Multi-Factor Authentication Requirement	3	3	9
Alerts/Notifications	3	3	9
Search Requirements	3	2	6
Monitoring and Reporting Requirements	3	2	6
Additional Requirement for Hosted (SaaS) Solution	3	1	3
Scalability	3	2	6
Services and Support	2	3	6
Mobile App Requirements	3	3	9
Total Points Earned:			90

Financial Evaluation			
	Points 1-5	Weight 1-3	Total
Fees	5	3	15
Total Points Earned:			15

Grand Total Points : 105

Implementation:	\$59,850.00
2nd year support:	\$5,000.00
Datagain 2 year cost:	\$64,850.00

Cambridge Transportation Labs			
Portal Evaluation	Points 1-5	Weight 1-3	Total
Technology Requirements	1	3	3
System and Infrastructure Requirements	1	3	3
Security and Role Management Requirements	1	3	3
Password Management Requirements	1	3	3
Multi-Factor Authentication Requirement	1	3	3
Alerts/Notifications	1	3	3
Search Requirements	1	2	2
Monitoring and Reporting Requirements	1	2	2
Additional Requirement for Hosted (SaaS) Solution	1	1	1
Scalability	1	2	2
Services and Support	1	3	3
Mobile App Requirements	1	3	3
Total Points Earned:			31

Financial Evaluation			
	Points 1-5	Weight 1-3	Total
Fees	3	3	9
Total Points Earned:			9

Grand Total Points : 40

Implementation:	\$35,000.00
2nd year support:	\$20,000.00
Cambridge Transportation 2 year cost:	\$55,000.00

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID
FOR CALCIUM CHLORIDE DEICER**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and a publicly advertised bid for **Calcium Chloride Deicer**, Bid #FY19ITB-16, was received and is attached below under “Bid Response”; and

WHEREAS, it is the recommendation of Markis Rouse, Coordinator-Facilities Operations, and Debora McKee, Manager of Purchasing to award a contract as identified below as being respectively the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds in account #164686-62419.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the contract #FY19ITB-16 for **Calcium Chloride Deicer** be and is hereby AWARDED to **Levitt’s, LLC** for the as-needed bid in the anticipated amount of **\$25,000.00** with terms commencing **November 8, 2018** through **May 31, 2019** pursuant to the terms and conditions for the contract; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution awards the bid contract for **Calcium Chloride Deicer** to **Levitt’s, LLC** for the procurement of this deicer as-needed. The anticipated amount is **\$25,000.00** and commencing **November 8, 2018** through **May 31, 2019**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Board of Trustees Minutes Attachment 4836I

RESOLUTION NO. FY2019-60

Bid Response
for
Calcium Chloride Deicer
(Bid #FY19ITB-16)

Bidder	Levitt's LLC Parsippany, NJ
Item #1 Total	\$20,856.00
Item #2 Total	\$8,932.00
Item #3 Total	\$9,040.50
Total Bid	\$38,332.50
% Discount	0%

November 7, 2018

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR
OPHTHALMIC EQUIPMENT - PERKINS FY2019 & AUTHORIZATION TO RE-
ADVERTISE THE NO BID ITEM**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and a publicly advertised bid for **Ophthalmic Equipment - Perkins FY2019**, Bid #FY19ITB-14, was received and is attached below under “Bid Response”; and

WHEREAS, it is the recommendation of Daniel Banks, Director of Ophthalmic Science, and Debora McKee, Manager of Purchasing to award a contract as identified on the attached Bid Response as being respectively the lowest responsible bidder. The departmental staff recommends that the no bid Item #3 be re-advertised; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified 100% funding for the State of New Jersey Carl D. Perkins grant is contingent upon the approval of funding for the State of New Jersey Carl D. Perkins grant in accounts #516672-62624 and #516672-67204.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19ITB-14** for **Ophthalmic Equipment - Perkins FY2019** be and is hereby AWARDED to **Coburn Technologies** for this contract in the amount of **\$49,485.00**; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees; and

ALSO, BE IT FURTHER RESOLVED, that the Manager of Purchasing is authorized to re-advertise the no bid **Item #3**.

SUMMARY STATEMENT

This resolution awards the bid for Ophthalmic Equipment - Perkins FY2019 to Coburn Technologies in the amount of \$49,485.00. It further authorizes the re-advertisement of the no bid Item #3. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Bid Response
for
Ophthalmic Equipment - Perkins FY2019
(Bid #FY19ITB-14)

Bidder	Total Bid
Coburn Technologies South Windsor, CT	\$49,485.00

RESOLUTION AWARDING CONTRACTS FOR PRINTING PUBLICATIONS

WHEREAS, purchasing by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq* and also governed by N.J.S.A. 19:44A-20.4 and P.L.2005, C.271, s.2 *et seq.*; and the materials and/or services here are exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (18); but, the College publicly advertised for bids for **Printing Publications**, Bid #**FY19ITB-17**, which were received and are attached under “Bid Responses”; and

WHEREAS, it is the recommendation of Greg Bender, Director, Publications and Creative Services and Debora McKee, Manager of Purchasing to award contracts as identified on the attached Bid Responses as set forth therein as being the lowest responsible bidders; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding in accounts #156640-61434, #121350-61434, #121360-61434, #121370-61434 and #111268-61434.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19ITB-17** for **Printing Publications** be and is hereby **AWARDED** as follows:

- 1) **Green Horse Media d/b/a Evergreen Printing** in the anticipated amount of **\$6,932.07** (Base Bid A - 2019 Academic Program Guide) and
- 2) **Graphic Image, Inc.** in the anticipated amount of **\$28,657.00** (Base Bid B - Spring 2019 Continuing Education Tabloid)

each pursuant to the terms and conditions for the bid and rejects all other bids; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution awards the bid contracts as noted on the attached Bid Responses to the low bidder in each category in the anticipated amounts as identified in the “Therefore” clause above. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Bid Responses
For
Printing Publications
(Bid #FY19ITB-17)

Bidders	<u>Base Bid A</u> 2019 Academic Program Guide	<u>Base Bid B</u> Spring 2019 Continuing Education Tabloid
Green Horse Media t/a Evergreen Printing Co. Bellmawr, NJ	\$6,932.07	\$31,187.10
Graphic Image, Inc. Milford, CT	\$9,380.00	\$28,657.00
Indiana Printing & Publishing Indiana, PA	No Bid	\$28,734.00

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR
TOOL ROOM LATHE - PERKINS FY2019**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and a publicly advertised bids for **Tool Room Lathe - Perkins FY2019**, Bid #**FY19ITB-15**, was received and is attached below under “Bid Response”; and

WHEREAS, it is the recommendation of Kevin Schmidt, Director of Technology and Engineering, Debora McKee, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, to award a contract as identified on the attached Bid Response as being respectively the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified 100% funding for the State of New Jersey Carl D. Perkins grant is contingent upon the approval of funding for the State of New Jersey Carl D. Perkins grant in account #516661-62624.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19ITB-15** for **Tool Room Lathe - Perkins FY2019** be and is hereby **AWARDED** to **Phillips Corporation** for this contract in the amount of **\$39,032.00**; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution approves the award for the purchase of a new Lathe to **Phillips Corporation** in the amount of **\$39,032.00** which was the low bid contract To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Bid Response
for
Tool Room Lathe - Perkins FY2019
(Bid #FY19ITB-15)

Bidder	Total Bid
Phillips Corporation Colfax, NC	\$39,032.00

Note: American Machinery Liquidators, Inc.; East Brunswick, NJ submitted a no-bid response.

RESOLUTION AUTHORIZING PERSONNEL ACTIONS

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the President of Camden County College is empowered to nominate to the Camden County College Board of Trustees personnel for employment by Camden County College; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the Camden County College Board of Trustees is authorized to appoint such personnel upon the recommendation of the President of the College, with such terms of employment as the Board of Trustees shall determine; and

WHEREAS, the Board of Trustees has determined that it is in the best interests of Camden County College to take the personnel actions so recommended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby accepts and approves the personnel actions per the attached schedule as submitted by the President, and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to sign and execute such contracts or take such other actions as may be necessary and appropriate in connection herewith, and to make payments of salary and benefits and fulfill other terms of employment as appropriate in accordance herewith.

PERSONNEL RECOMMENDATIONS

New Hire

April Alpheaus

Administrative Associate, Acting
School, Community & Workforce Training Programs
Effective November 12, 2018

Nancy Cruz

Administrative Associate, Gateway to College (10 Months)
School, Community & Workforce Training Programs
Effective November 26, 2018

Samantha Johnson

Administrative Associate, Camden City Campus (10 Months)
School, Community & Workforce Training Programs
Effective November 26, 2018

Fathia Richardson

Director of Nursing Programs
Academic Affairs
Effective December 10, 2018

Reassignments/Transfers

Erica Branin

From Web Specialist Temporary Part-Time
To Web Specialist Permanent Part-Time, Acting
Institutional Effectiveness, Advancement and Strategic Initiatives
Effective November 12, 2018

Felicia Bryant

From Executive Director of Financial Aid Programs and Camden
Student Support Services, Acting
To Executive Director of Financial Aid Programs and Camden
Student Support Services
Enrollment and Student Services
Effective November 7, 2018

Jacqueline Galbiati

From Vice President Institutional Effectiveness, Advancement and
Strategic Initiatives, Acting
To Vice President Institutional Effectiveness, Advancement and
Strategic Initiatives
Institutional Effectiveness, Advancement and Strategic Initiatives
Effective November 12, 2018

Joan Ulrich

From Adjunct
To Laboratory Technician – Veterinary Technology
Academic Affairs
Effective December 3, 2018

Margo Venable
From Executive Dean – School Community Workforce Training Programs, Acting
To Executive Dean – School Community Workforce Training Programs School, Community & Workforce Training Programs
Effective November 12, 2018

Julie Yankanich
From Director – Communications
To Assistant Professor II – Academic Skills English Academic Affairs
Effective January 21, 2019

Promotion

David Edwards
From Vice President
To Executive Vice President
Academic & Student Affairs
Effective November 12, 2018

Separation

Elayna Turner
Librarian – Systems/Web Services
Academic Affairs
Effective November 23, 2018

Leaves

Robert Bright
Telecom Administrator
OIT
Effective October 1, 2018 – October 19, 2018

Earl Doughty
Public Safety Officer
Finance and Administrative Services
Effective October 8, 2018 – January 7, 2019

Nancy Hixon
B Secretary/Communications Officer
Finance and Administrative Services
Effective October 17, 2018 – January 17, 2019

Melanie Iannuzzi
Director – Student Recruitment
Enrollment and Student Services
Effective October 1, 2018 – December 3, 2018

Altha Levering
Billing Administrator – Third Party
Finance and Administrative Services
Effective September 21, 2018 – October 9, 2018

Karen Nicholson
Coordinator
Institutional Effectiveness, Advancement and Strategic Initiatives
Effective September 28, 2018 - September 27, 2019

Cynthia Saler
Human Resources Generalist
Human Resources
Effective October 16, 2018 – January 8, 2019

Robert Settani
Customer Service Representative – Public Safety
Finance and Administrative Services
Effective September 20, 2018 – October 1, 2019

Government Services Division

Reassignments/Transfers

Taylor Lattany
From Temporary part-time Campus Safety Officer
To Permanent part-time Campus Safety Officer
Finance and Administrative Services
Effective November 12, 2018

Manuel Perez
From Temporary part-time Campus Safety Officer
To Permanent part-time Campus Safety Officer
Finance and Administrative Services
Effective November 12, 2018

Salary Change

Cody Barron
Mechanic's Assistant
Finance and Administrative Services
Effective November 12, 2018

Separations

Raymond Romo
Campus Safety Officer
Finance and Administrative Services
Effective October 28, 2018

Lamont Ways
Campus Safety Officer
Finance and Administrative Services
Effective November 2, 2018

Leave

John Sesko
Mechanic's Assistant
Finance and Administrative Services
Effective October 29, 2018 – December 10, 2018

Credentials Summary

April Alphaeus	B.S., Rowan University Ms. Alphaeus worked for South Jersey Paper as a Showroom Coordinator.
Nancy Cruz	A.S., Camden County College Ms. Cruz worked for Mastery Charter School as an Attendance Coordinator.
Samantha Johnson	B.A., Temple University Ms. Johnson worked for International Asbestos Testing Laboratories as an Administrative Assistant.
Fathia Richardson	M.S.N., Walden University B.S.N., Immaculata University A.A.S., Gloucester County College Ms. Richardson worked for Salem Community College as the Director of Nursing and Allied Health. She also worked at Prism Career Institute as the Director of Practical Nursing Program.

RESOLUTION DECLARING AN EMERGENCY AND AWARDING BY THE BOARD OF TRUSTEES A CONTRACT TO PROVIDE CRITICAL SERVICES EMERGENCY AND REMEDIATION SERVICES TO ALL RISK SERVICES PENDING A FULL BOARD MEETING

WHEREAS, Camden County College (CCC) is a separate corporate entity created pursuant to N.J.S.A. 18A:64-1 et seq. whose purchasing and contracting is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*, and pursuant to N.J.S.A. 18A:64A-25.9, purchases and contracts for materials and services pursuant to a contract for such materials or services entered into on behalf of approved purchasing cooperatives are permitted to be awarded without any additional public advertising and bidding; and

WHEREAS, the Camden County College Board of Trustees on July 24, 2014 passed Resolution No. FY2015-03, which authorized purchasing from specific New Jersey State approved Cooperatives of which this College is a member and from such awarded vendors and such authorized distributors/dealers; and the Middlesex Regional Educational Services Commission (MRESC), hereinafter referred to as the “Lead Agency” offered voluntary participation in its State approved Cooperative Pricing System (MRECPS) which also was duly established pursuant to applicable law and regulation for the purchase of goods and services; and Whereas that has now been renamed the Educational Services Commission of New Jersey (ESCNJ) and;

WHEREAS, N.J.S.A. 40A:11-11(5) as well as N.J.S.A. 18A:64A-25.10 authorizes contracting units to establish or participate in a Cooperative Pricing Systems and to enter into Cooperative Pricing Agreements for its administration and the State approved the establishment of that Cooperative pricing system and the College Trustees on April 1, 2014 in Resolution 2014-188 approved joining MRECPS, and later also the State specifically approved the membership therein of Camden County College in the MRECPS for the provision and performance of goods and services; and

WHEREAS, in order for CCC to avail itself of any better prices and purchasing power afforded by the CCCPS and the MRECPS and ESCNJ, the Trustees authorized the execution of Cooperative Pricing Agreements with those entities and has approved this use at each Reorganization; and

WHEREAS, it is the recommendation of the College’s Manager of Purchasing and Helen Antonakakis, Executive Director of Finance and Planning and of Maris Kukainis, Executive Director of Administrative Services to procure services and various items and services through the Coop’s and MRECPS from various authorized distributors/dealers on an as-needed basis for coming year of this reorganized Board; and

WHEREAS, Maris Kukainis, Executive Director of Financial Administrative Services is the Administrator who now supervises college Facilities, and is the College employee in charge of the College’s physical plant on the College’s Blackwood Campus; and

WHEREAS, he has filed a certified statement with the College's President, who is the College's authorized contracting agent, stating that an emergent condition exists in Halpern Hall as a number of classrooms had suffered a mold bloom as sequelae to the roof leaks undetected until Labor day break was discovered and required replacement. The attempted continued operation of the effected rooms in Halpern Hall was not possible and possibly could create a health, safety and welfare concern for the classroom occupants, and unless treated immediately to the use and/or occupants of the building; and

WHEREAS, the use and operation of this building is necessary and critical to the College being able to offer its Programs in the field of the science and health related instruction, and the College cannot meet its mission without its use on such short notice; and

WHEREAS, CCIA, responsible for the College's facility management per a shared service agreement, recommended that it immediately contract for emergency services testing, isolation, cleaning, and remediation services and it was immediately necessary without public bidding to cure the emergent condition; and

WHEREAS, based upon the certification filed by Maris Kukainis, the Board of Trustees has concluded that an emergent circumstance exists permitting the award of a contract for emergency services for testing, isolation, cleaning, and remediation without a publicly advertised bid therefore; and

WHEREAS, the further urgency of the matter is reflected in the fact that this comes before the Board Executive Committee during the Board's hiatus on a short notice emergency special meeting; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that a finding is made that an emergency exists pursuant to NJSA 18A:64A-25.6, and as referenced in NJSA 40A:11-6 , and NJAC 5:34-6.1 and the contractual arrangements made to address this emergency is hereby approved and ratified.

SUMMARY STATEMENT

This Resolution makes a finding by the Board of an emergency, and thereby sets the stage for authorizing variations from the normal Advertisement and bidding criteria notwithstanding that such cost will exceed the thresholds of NJSA 18A:64A-25.3 or of NJSA 19:44A-20.12, and justifies immediate action regarding the containment of certain rooms in Halpern Hall, the main science and life sciences facility at CCC. This emergent condition is a health and safety issue which cannot otherwise be overcome in time before the leaks of water and mold problems renders the building unusable and unsafe for continued use.